

5.4 Submission Deadline and Requirements

5.4.1	Number of Copies Required: Please submit [xx] copies of your project proposal to the following address before [Time] <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. local time on [Day of week, Month, Day, Year].			
5.4.2	Please Submit Project Proposal to: Name of Client/Organization			
	Mailing Address			
	City	Province	Postal Code	RE: Project Proposal
5.4.3	Facsimile or E-mail Submissions: 1. Facsimile submissions are: <input type="checkbox"/> acceptable <input type="checkbox"/> not acceptable. 2. E-mail submissions are: <input type="checkbox"/> acceptable <input type="checkbox"/> not acceptable.			

5.5 Tour of Project Site

1. A tour of the site and/or facility has been arranged for [Day of the Week, Month, Day, Year] at [Time].
2. Please have your representative make arrangements for a suitable time by contacting: [Name of Contact] at [area code - Telephone number].

5.6 Date, Time and Place of Interview

1. Interviews will be held on [Day of Week, Month, Day, Year]
2. Your interview is scheduled for [Time] a.m. p.m.
3. The interview will take place at [Location].

5.7 Interview Procedure

Each practice will be allowed [45] minutes to present qualifications and to respond to questions. Interviews will be scheduled [15] minutes apart.

5.8 Audio/Visual Materials During the Interview

The use of audio/visual materials to present proposals is permitted. Architects are required to provide the necessary equipment for their presentation. Five minutes will be permitted prior to the interview for set-up of equipment.

5.9 Project Proposal and Interview Scoring Criteria

1. Final selection will be based on a combination of the scores attained from both the project proposal evaluation and the interview.
2. Attached is a copy of the project proposal evaluation criteria that will be used to assess each project proposal.
3. Attached is a copy of the interview score sheet.